

**CITY OF CARLSBAD
CLASS SPECIFICATION**

JOB TITLE: **CONSTRUCTION MANAGER**

DEPARTMENT: **PUBLIC WORKS**

BASIC FUNCTION:

Under functional direction, to assist in the planning, supervision, organization, and direction of the management and inspection of private grading, public improvements construction, right-of-way permit work, and capital project construction contracts; and to perform related responsibilities as required.

KEY RESPONSIBILITIES:

Supervise and assign work to subordinates for the inspection of public works construction projects; coordinate the scheduling and completion of work by determining operational priorities and resolving work load problems; review work for accuracy and completeness: evaluate work techniques and methods for conformance to established policies and standards.

Manage and administer multiple development, right-of-way, and capital construction projects.

Assist in developing policies, rules and procedures for the effective operation of the division, including establishing goals and objectives and priorities.

Assist in short and long term staff planning and training of Inspection Division personnel.

Coordinate complex construction contracts and activities.

Ensure construction files and records are appropriately maintained.

Maintain and administer grading and improvement agreement tracking program for private development.

Negotiate and resolve construction disputes; assist and participate in construction claim defenses.

Manage and administer capital project contracts; ensure projects are completed on schedule and within budget, while avoiding construction claims.

Assist in the selection and negotiation for consultant services.

Manage and supervise consultant project management, inspection, materials testing, and survey services; monitor consultant budgets and recommend approval of consultant payments.

Assist in budget preparation, analysis and administration by collecting data necessary to prepare division budget; monitor and approve expenditures within budget limits.

Assist in the evaluation and negotiation of capital project change orders and draft change orders.

Review and recommend approval of payments to the contractor.

Perform other related duties as assigned.

QUALIFICATIONS:

To perform a job in this classification, an individual must be able to perform the essential duties as generally described in the specification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties in a specific job. The requirements listed below are representative of the knowledge, skill and/or ability required.

Knowledge of:

Broad breadth of public works construction materials and practices including those for potable and reclaimed water improvements.

Contract documents including Notice Inviting Bids, Contract, Special Provisions, and construction plans.

Standard Specifications for Public works Construction.

Construction cost estimating.

Applicable federal, state and local laws and regulations.

Principles and practices of organization, administration, budgeting and personnel management.

Ability to:

Read and interpret engineering plans, specifications, bid documents and contracts.

Properly and thoroughly inspect materials and workmanship.

Prepare and verify estimates of construction costs.

Supervise, plan and participate in highly complex and responsible construction coordination and inspection work.

Manage construction schedules.

Determine the status of construction work and verify adherence to contractual obligations.

Understand and carry out oral and written direction.

Communicate clearly and concisely, orally and in writing.

Collect and analyze data and develop complex plans and reports.

Establish and maintain cooperative relationships with those contacted in the course of work.

Properly interpret and make decisions in accordance with laws, regulations and policies

Select, supervise, train and evaluate assigned staff.

Use software applications related to the work.

EXPERIENCE AND EDUCATION:

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Equivalent to a bachelor's degree from an accredited college or university with major work in construction management or related field.

A minimum of four years of progressively responsible public works contract administration and inspection experience with a public agency.

SPECIAL REQUIREMENT:

Possession of a valid California Drivers' License.

PHYSICAL/MENTAL DEMANDS AND ENVIRONMENTAL SETTING:

While performing the duties of this class, an employee is regularly required to sit; talk or hear, in person and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. An employee is frequently required to walk and stand. Specific vision abilities required by this job include close vision and the ability to adjust focus to read and operate office equipment as necessary during the course of the work assignments.

While performing the duties, employees of this class are regularly required to use written and oral communication skills; read and interpret financial and statistical data, information and documents; analyze and solve problems; use math and apply mathematical reasoning and abstract statistical concepts; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work under

intensive deadlines; and interact with staff, Council members and others encountered in the course of work.

The employee works in both typical office conditions and on outside construction sites in dirty, dusty and hazardous environments. Incumbents are required to travel to construction sites or other sites for inspections and work direction and must be able bend, stoop, climb, walk on uneven surfaces as well as enter confined spaces or areas of great height.

This is an at-will management classification.

DATE APPROVED August 1999